



# THE PROCUREMENT PROCESS REQUISITION THROUGH INVOICE VERIFICATION

## Module 5 Procurement Approvals

# The Procurement Cycle



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8-01-04, Revised

The procurement cycle for the purchase of a material or service consists of the following steps:

The agency Procurement Technician identifies a need. A requisition is created in AASIS to start the process of fulfilling the need defined. Budget is committed at this point, based on the estimated cost of the material/service.

The Agency Procurement Specialist will process all items approved by the Agency Procurement Manager. The Agency Procurement Specialist creates the purchase order. If the Purchase Order price differs from the Requisition estimate, commitments are updated.

# The Procurement Cycle (cont.)



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The rejection of a procurement approval will automatically send a message to the AASIS inbox associated with the user who originated the original document. Requisitions that have been denied must be deleted to release budget committed by the requisition. This is done by the Agency Procurement Technician.

The Agency Procurement Manager will approve purchase orders completed by the Agency Procurement Specialist.

# The Procurement Cycle (cont.)



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Purchase Orders (or purchase order items) that have been denied must be deleted from the purchase order. This is done by the Agency Procurement Specialist. If the Purchase Order was created with reference to a requisition, the requisition items must also be deleted or another purchase order created to fulfill the need.

Some purchase orders will require further approval by State purchasing managers (e.g. for professional service contracts, emergency purchases, ABA orders, etc.).

# The Procurement Cycle (cont.)



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The Agency Procurement Specialist also creates Outline Agreements. These are approved by the Agency Procurement Manager.

The State Procurement Specialist creates statewide Outline Agreements. These require approval by the State Procurement Manager.

# Understanding Release Strategies in AASIS

- Release Group
- Release Code
- Release Strategy

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Releases or approvals in the AASIS system are based on three things.

- Release Group
- Release Code
- Release Strategy

# Understanding Release Strategies in AASIS

- Release Group

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A **Release Group** is established for each purchasing document type, purchase requisition, purchase order, outline agreement, etc. It enables separate release codes and strategies to be defined depending on the document type. Each Release Group can contain one or more Release Strategies. In AASIS three Release Groups have been defined:

- **A1 - Outline Agreement**
- **P1 – Purchase Order**
- **RQ – Purchase Requisition**

# Understanding Release Strategies in AASIS

- Release Code

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The **Release Code** is a two-character identifier with which a person responsible for processing a document can release (approve) an item of a purchase requisition, a complete purchase requisition, or a complete external purchasing document.



# Understanding Release Strategies in AASIS

- Release Strategy

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**Release Strategy** defines the release codes with which a purchase requisition item, a complete purchase requisition, or a complete external purchasing document (Purchase Order, Outline Agreement) must be released (that is, approved, or given the “green light”) and in which sequence release must be effected using these codes.

The Release Strategy is based on specific Classifications and Characteristics of those classes, based on information within the purchasing document. For Purchase Requisitions, the Release Strategy is based solely on the total value of the purchase requisition. The value of the requisition determines the Release Code to be used. It also verifies if the requisition will be released, for processing into a purchase order or RFQ, by a single release or if it will need two levels of approvals before follow on procurement documents may be created.

# Understanding Release Strategies with Regard to Purchase Requisitions

- Release Strategy and Purchase Requisitions

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All requisitions are released via Release Group RQ. There are seven release codes defined for the release group RQ based on the total value of the requisition. The total value of the purchase requisition is calculated by taking (the valuation price divided by the price unit) times the quantity requested in each line. If multiple lines are in the requisition, all lines are then summed to produce the total value.

# Understanding Release Strategies with Regard to Purchase Requisitions (cont.)

- Release Strategy and Purchase Requisitions

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- Release code **R1** is used when the total value range is from \$50,000.00 to less than \$100,000.00. The requisition must be approved using release code **25**, prior to the release being carried out using release code **R1**.
- Release code **R2** is used when the total value equals \$100,000.00 or higher. The requisition must be approved using release code **25** prior to the release being executed using release code **R2**.

The approval levels are assigned to AASIS users via the activity roles defined within the system. Each user must be assigned the Purchase – Agency Procurement Management role along with the role containing the release codes deemed necessary for that user by his/her agency.

Workflow has been configured to alert users when they have requisitions pending release. When the user accesses their workflow item, the automatically takes the approver into the AASIS purchase requisition release transaction (ME54N) to execute the release.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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The Release Group for all Purchase Orders is defined as **P1**.

There are four Release Codes within the Release Group.

- **AG** – Agency Approval
- **OA** – DFA Approval (Professional Services)
- **SB** – ABA (Arkansas Building Authority)
- **SP** – OSP (Office of State Procurement) EM (Emergency purchase) and SS (Sole Source purchase)

Within the P1 Release Group, multiple Release Strategies are defined. These Release Strategies are based on several characteristics established for the release of purchase orders. They are:

- The total net order value: The total value of all lines on the purchase order.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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- The document type: Whether the document is a Standard or Professional Services purchase order
- The purchase document category: In this instance, Purchase Order.
- ABA approval required: Has the purchasing code “SBS” been entered into the “Our Reference” field of the document header?
- Agency or State Purchasing Group: What purchasing group number is entered as the responsible person? If the purchasing group begins with “C” or “S”, the buyer is a “State” level.
- OSP approval required: Has “EM” or “SS” purchasing code been entered into the “Our Reference” field in the header of the documents?

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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Different combinations of the characteristics on the previous page determine what approvals have to be completed in order to release the purchase order for print and to the vendor to be fulfilled. Some purchase orders may require one, two, or three levels of approval based on the characteristic values, before being recognized as released. In all cases, the originating agency must release the order at agency level (AG), before any other required release can be executed.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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## PURCHASE ORDERS REQUIRING AGENCY (AG) APPROVAL ONLY

When the following characteristics exist within the purchase order, only AG – Agency Approval – is required for the purchase order to be released for printing and be sent to the vendor to fulfill.

- Any purchase order with a net value less than \$20,000.00, entered as order type NB – Standard PO, that is not coded EM or SS, in the Our reference field, with any purchasing group number.
- Any purchase order with a net value greater than or equal to \$20,000.00 entered as order type NB – Standard PO, not coded as SBS, EM, or SS, in the Our reference field, with any purchasing group number.
- Any purchase order with a net value between \$0.00 and \$25,000.00 entered as order type PB – Professional Services PO, coded with any purchasing code, in the Our Reference field, with any purchasing group number.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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## PURCHASE ORDERS REQUIRING AGENCY (AG) AND OSP APPROVAL (SP)

When the following characteristics exist, the purchase order will require both an AG (Agency Approval) and SP (Office of State Procurement Approval) in order to be released for print and be sent to the vendor.

- Any purchase order with a net value greater than \$0.00, entered as order type NB, with any purchasing group assigned, and the purchasing code EM (Emergency) or SS (Sole Source) entered in the Our reference field of the purchase order.



# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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8-01-04, Revised

## PURCHASE ORDERS REQUIRING AGENCY (AG) AND DFA APPROVAL (OA)

When the following characteristics exist, the purchase order will require both an AG (Agency Approval) and OA (DFA Approval – Professional Service) in order to be released for print and be sent to the vendor.

- Any purchase order with a net value greater than \$25,000.00, entered as order type PB, with any purchasing group assigned, and any purchasing code is entered in the Our Reference field of the purchase order.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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## PURCHASE ORDERS REQUIRING AGENCY (AG) AND ABA APPROVAL (SB)

When the following characteristics exist, the purchase order will require both an AG (Agency Approval) and SB (Arkansas Building Authority) in order to be released for print and be sent to the vender.

- Any purchase order with a net value greater than, or equal to \$20,000.00, entered as order type “NB”, with any purchasing group assigned, and the purchasing code “SBS”, entered in the Our Reference field of the purchase order.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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The approval levels are assigned to AASIS users via the activity roles defined within the system. Each user must be assigned the PURCHASE – Agency Procurement Management role along with the role containing the release group and release code for the document and level at which they may be released.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Purchase Orders

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8-01-04, Revised

Workflow has been configured to alert users when they have purchase orders pending release. When the user accesses their workflow item, the system automatically takes the approver into the AASIS purchase order release transaction (ME29N) to execute the release for the designated purchase order. If multiple releases are required, once the first release (AG) is completed, the system automatically notifies the user with the next level of approval the need to release the purchase order.

# Understanding Release Strategies with Regard to Purchase Orders

- Release Strategy and Outline Agreements – (Term Contracts)

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8-01-04, Revised

## OUTLINE AGREEMENTS – (TERM CONTRACTS)

Outline Agreements follow many of the same rules for approvals as purchase orders. The Release Group associated with Outline Agreements is A1. The same four release codes, AG – Agency, OA – DFA Approval, SB – ABA Approval, and SP – OSP approval, set up for purchase orders are also assigned to the Outline Agreement Release Group. There are seven separate strategies defined based on value, order type, document category, ABA and/or OSP Approval, and if it has been assigned to agency or state buyers.

Just as seen with purchase orders, the characteristics within the Release Strategies determine if the outline agreement will require a single, agency level approval or a two tier approval before it can be printed and sent to the vendor.

Defined, on the next page, are the details classified in AASIS which allows the system to derive at what level the approvals must be carried out in order to release the outline agreement.

# Understanding Release Strategies with Regard to Outline Agreements

- Release Strategy and Outline Agreements – (Term Contracts)

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## OUTLINE AGREEMENT REQUIRING AGENCY (AG) APPROVAL ONLY

Outline Agreement with a net order value from \$0.00 to \$25,000.00, with a document type of NV (Term Contract) or PV (Professional Services Contract), with any purchasing code entered in the Our Reference field and assigned to either a state or agency purchasing group (buyer).

Outline Agreement with a net order value greater than or equal to \$25,000.00, with the document type of NV, assigned to an agency purchasing group, and any purchasing code, except SBS, entered into the Our Reference field of the document.

# Understanding Release Strategies with Regard to Outline Agreements

- Release Strategy and Outline Agreements – (Term Contracts)

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## OUTLINE AGREEMENT REQUIRING AGENCY (AG) AND OSP APPROVALS (SP)

Outline Agreement with a net order value greater than or equal to \$5,000.00, entered as document type NV, with any purchasing code, except SBS, entered in the Our Reference field of the document, and assigned to a state purchasing group (C## or S##).

## OUTLINE AGREEMENT REQUIRING AGENCY (AG) AND DFA APPROVALS (OA)

Outline Agreement with a net order value greater than or equal to \$25,000.00, entered with the document type PV, assigned to an agency or state purchasing group, with any purchasing code, except SBS, entered in the Our Reference field of the document.



# Understanding Release Strategies with Regard to Outline Agreements

- Release Strategy and Outline Agreements – (Term Contracts)

## OUTLINE AGREEMENT REQUIRING AGENCY (AG) AND SBS APPROVALS (SB)

Outline Agreement with a net order value greater than or equal to \$5,000.00, entered with the document type NV, with the procurement code SBS entered in the Our Reference field of the document, assigned to any agency or state purchasing group.



# Understanding Release Strategies with Regard to Outline Agreements

- Release Strategy and Outline Agreements – (Term Contracts)

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8-01-04, Revised

The approval levels are assigned to AASIS users via the activity roles defined within the system. Each user must be assigned the PURCHASE – Agency Procurement Management role along with the role containing the release group and release code for the document and level at which they may release.

Workflow has been configured to alert users when they have outline agreements pending release. When the user accesses their workflow item, the system automatically takes the approver into the AASIS purchase order release transaction (ME35K) to execute the release for the designated outline agreement. If multiple releases are required, once the first release (AG) is completed, the system automatically notifies the user with the next level of approval the need to release the outline agreement.

# Business Process for Approving Purchases

The following Business Processes represent an overview of the procurement approval cycle both within and outside AASIS.

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8-01-04, Revised

On July 2, 2001, approval of purchase requisitions, purchase orders and outline agreements started occurring electronically in AASIS.

Agencies have been given a single approval for requisitions under \$25,000, two approvals for requisitions over \$25,000 and a single approval for purchase orders.

Should agencies decide that more approvals are required, they must initiate an agency policy defining this offline (i.e., outside of AASIS) approval process.

# New Business Process for Approving Purchases (cont.)

Levels of authority to approve Requisitions, Purchase Orders, and Outline Agreements have been established and individual staff have been assigned various levels of authority within the structure through the role mapping exercise.

5-27

Budget is committed when a requisition is created and the commitment is updated when a Purchase Order is created. There are no budget commitments on creation of an outline agreement; rather, the commitment is established when a release purchase order is created with reference to the outline agreement.

# Business Process for Approving Purchases (cont.)

If a Requisition is not approved, the item(s) must be deleted to un-commit the budget.

5-28

If a Purchase Order is not approved, the Purchase Order item(s) is deleted by the Agency or State Procurement Specialist to un-commit budget. When this is done, the pre-commitment from the source requisition is re-initiated. If the material-service is no longer required, the Agency Procurement Technician will be required to delete the requisition item(s) to un-commit the budget.

# Business Process for Approving Purchases (cont.)

A separate commitment accounting system is not required

5-29

AASIS will automatically track all procurement-related commitments as well as those commitments that are manually initiated (through ear-marked funds or funds reservations).

# Types of Procurement Documents Requiring Approval

- Purchase Requisitions
- Purchase Orders
- Outline Agreements

# Purchase Requisitions

## A Requisition Contains:

- a specific material or service
- a description
- an estimated price
- a delivery address
- an invoice address
- instruction to the buyer

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8-01-04, Revised

## Purchase Requisition

A purchase requisition defines a need for a material/service. It has the following characteristics:

- It is an internal document; it is not used outside the State.
- It specifies the type of material/service and quantity to be procured from a vendor.
- When the purchase requisition has been created in AASIS, the appropriate funds are committed.
- The purchase requisition must be approved in AASIS before a purchase order can be issued.

# Purchase Orders

## A Purchase Order:

- Is a commitment to buy a material/service on a specific date
- Is a binding document

## A Purchase Order contains information about:

- Specific material/service
- Description
- Price and delivery

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8-01-04, Revised

The Purchase Order (PO) represents the formal and final approval of the transaction with the vendor. PO's are also known as firm contracts. It specifies the vendor, the material or service, the quantity, the price and terms of payment. It has the following characteristics:

- Committed dollars against a budget, which were originally established by the purchase requisition, are updated in accordance with prices on the Purchase Order.



# Outline Agreements

An Outline Agreement is:

- a long term arrangement with a vendor for an estimated quantity and for a certain period of time at a certain price.

Outline agreements were known as Term Contracts.

5-33

## **Outline Agreement**

This is different from a purchase order that has specific quantities and delivery dates on each item.

Outline Agreements are created for agency specific or all state agencies.

# Outline Agreements (cont.)

- Budget is not committed when an Outline Agreement is created. The commitment of budget occurs when a Release Purchase Order is created from an Outline Agreement by the Agency Procurement Specialist.
- A Release Purchase Order referencing the Outline Agreement creates a legal request to deliver a material or service.

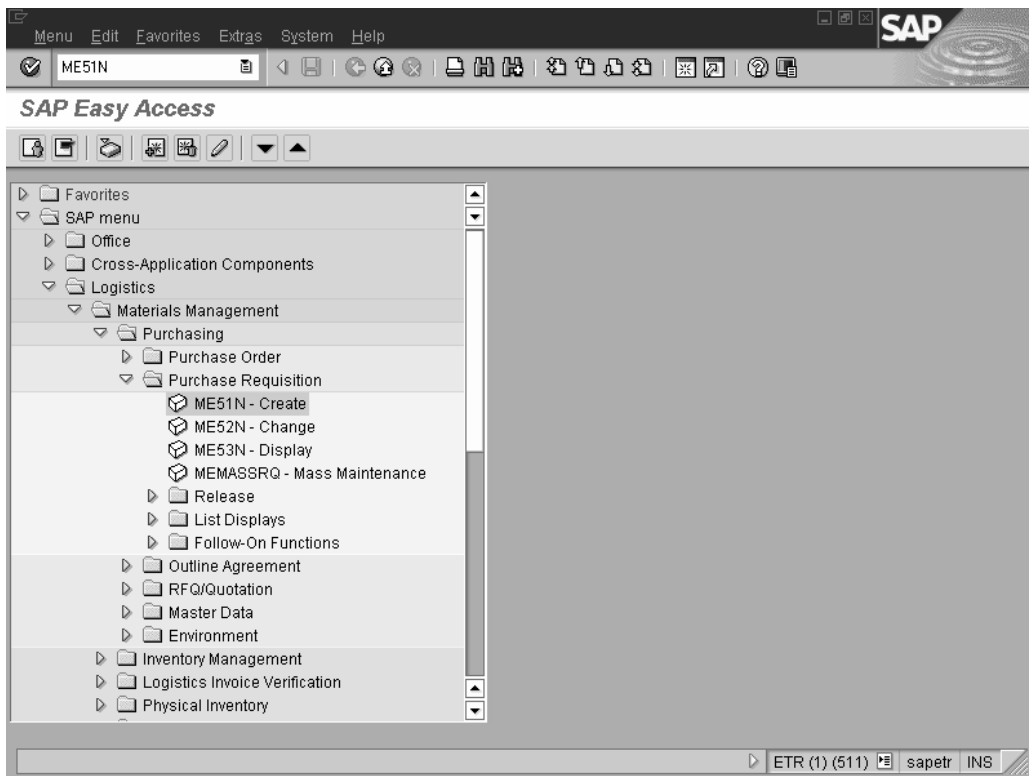
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# WORKFLOW

5-35

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8-01-04, Revised

Releasing requisitions, purchase orders and outline agreements is a workflow-enabled process. This means, whenever a release is required, a message indicating the action required is sent automatically to your AASIS inbox. This inbox is known as the Business Workplace.



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8-01-04, Revised

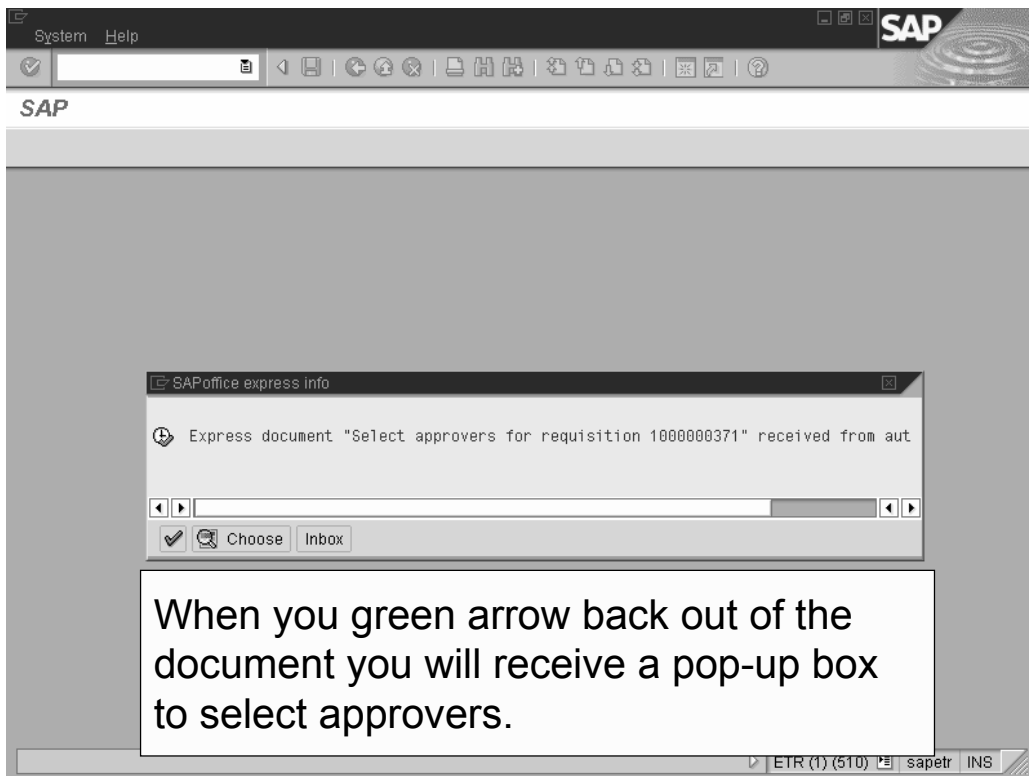
## Workflow procedure for sending requisition and purchase orders for approval.

This procedure outlines the workflow steps used to send requisitions for approval

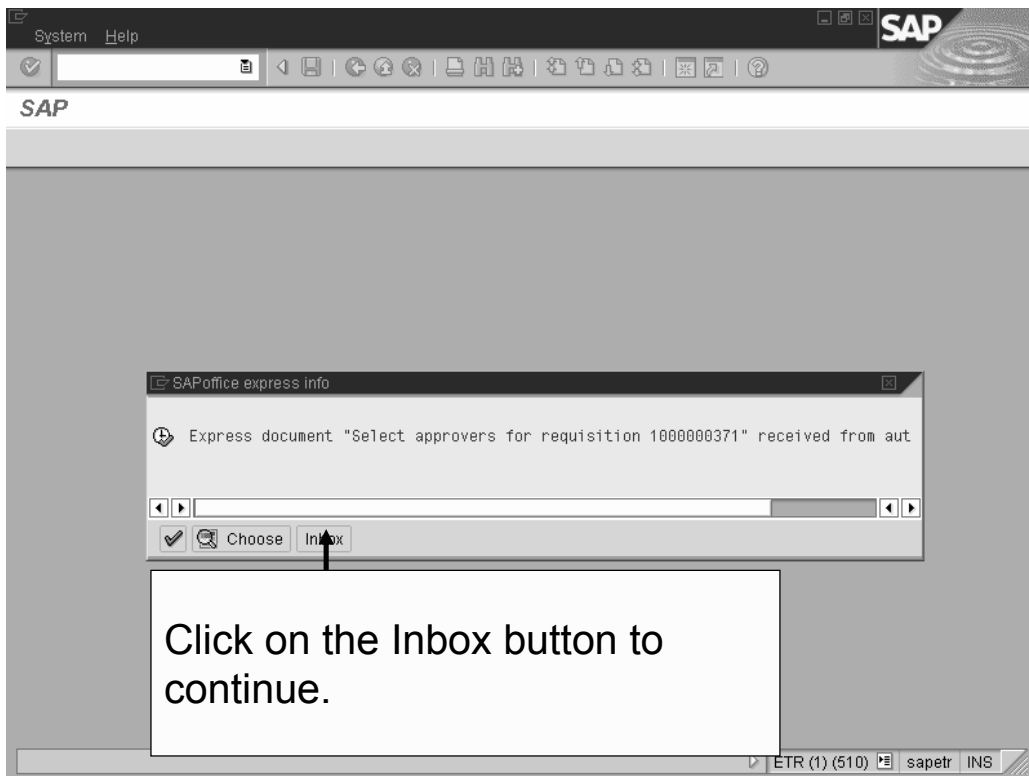
Workflow is an automated messaging feature in AASIS. Once you process this transaction, approvers you selected will receive a message in their **INBOX** requesting they approve your requisition.

This starts with the creation of a requisition using the ME51N transaction.

[illegible]



When you green arrow back out of the document you will receive a pop-up box to select approvers.



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SAP

List Edit Goto System Help

**Purchase requisition approver selections**

Select from list of approvers, click AUTOSEQUENCE to process.

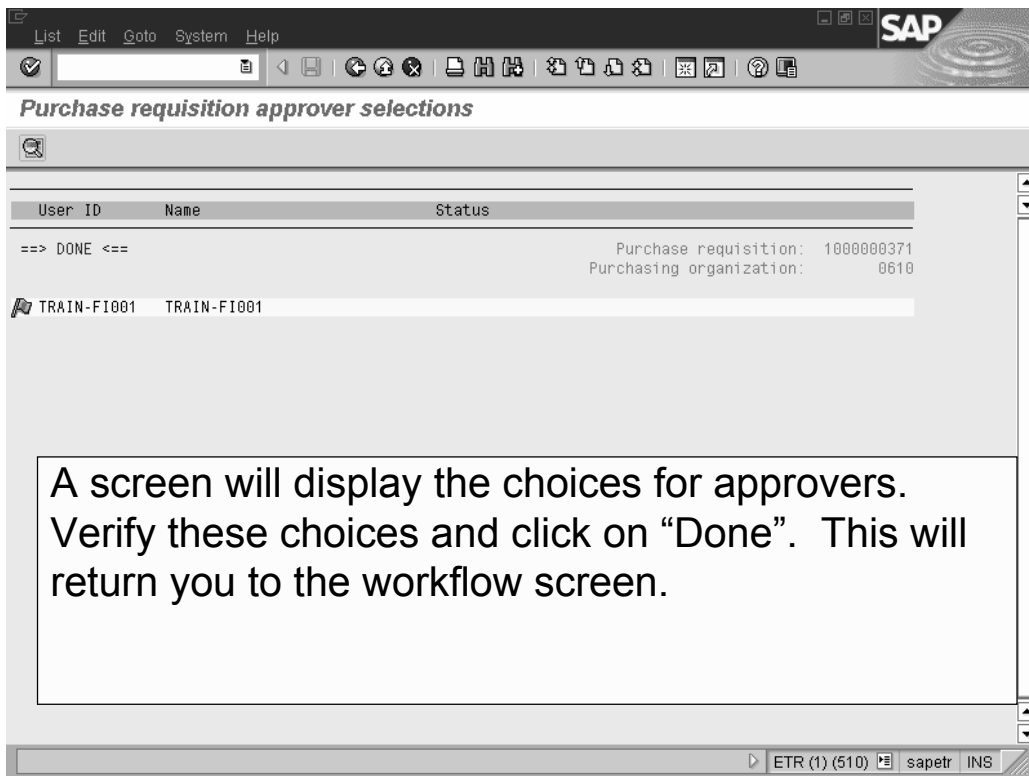
User ID	Name	Status
==> AUTOSEQUENCE <==		
Purchase requisition: 1000000371 Purchasing organization: 0610		
<input checked="" type="checkbox"/>	TRAIN-FI001	TRAIN-FI001
<input type="checkbox"/>	TRAIN-FI002	TRAIN-FI002
<input type="checkbox"/>	TRAIN-FI003	TRAIN-FI003
<input type="checkbox"/>	TRAIN-FI004	TRAIN-FI004
<input type="checkbox"/>	TRAIN-FI005	TRAIN-FI005
<input type="checkbox"/>	TRAIN-FI006	TRAIN-FI006
<input type="checkbox"/>	TRAIN-FI007	TRAIN-FI007
<input type="checkbox"/>	TRAIN-FI008	TRAIN-FI008
<input type="checkbox"/>	TRAIN-FI009	TRAIN-FI009
<input type="checkbox"/>	TRAIN-FI010	TRAIN-FI010
<input type="checkbox"/>	TRAIN-FI011	TRAIN-FI011
<input type="checkbox"/>	TRAIN-FI012	TRAIN-FI012
<input type="checkbox"/>	TRAIN-FI013	TRAIN-FI013
<input type="checkbox"/>	TRAIN-FI014	TRAIN-FI014
<input type="checkbox"/>	TRAIN-FI015	TRAIN-FI015
<input type="checkbox"/>	TRAIN-FI016	TRAIN-FI016
<input type="checkbox"/>	TRAIN-FI017	TRAIN-FI017
<input type="checkbox"/>	TRAIN-FI018	TRAIN-FI018
<input type="checkbox"/>	TRAIN-FI019	TRAIN-FI019
<input type="checkbox"/>	TRAIN-FI020	TRAIN-FI020
<input type="checkbox"/>	TRAIN-FI021	TRAIN-FI021

ETR (1) (510) sapetr INS

The resulting screen will show a list of approvers. Choose one or more of these approvers. Click Autosequence to process.

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The only approval that can be specified is the initial approval. For documents requiring multiple approvals, once the initial approval/release has been performed, the document will be forwarded to ALL subsequent approvers for a subsequent approval once one of those approvers has approved the document, the notification will be automatically deleted from all the other approver's worklists.

# Releasing/Approving Procurement Documents through Workflow

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The screenshot shows the SAP Business Workplace interface for TRAIN-FI001. The left sidebar displays a folder tree with 'Inbox' expanded, showing 'Unread Documents: 2', 'Documents: 2', and 'Workflow: 1'. The main area shows the 'Inbox' with a table of messages:

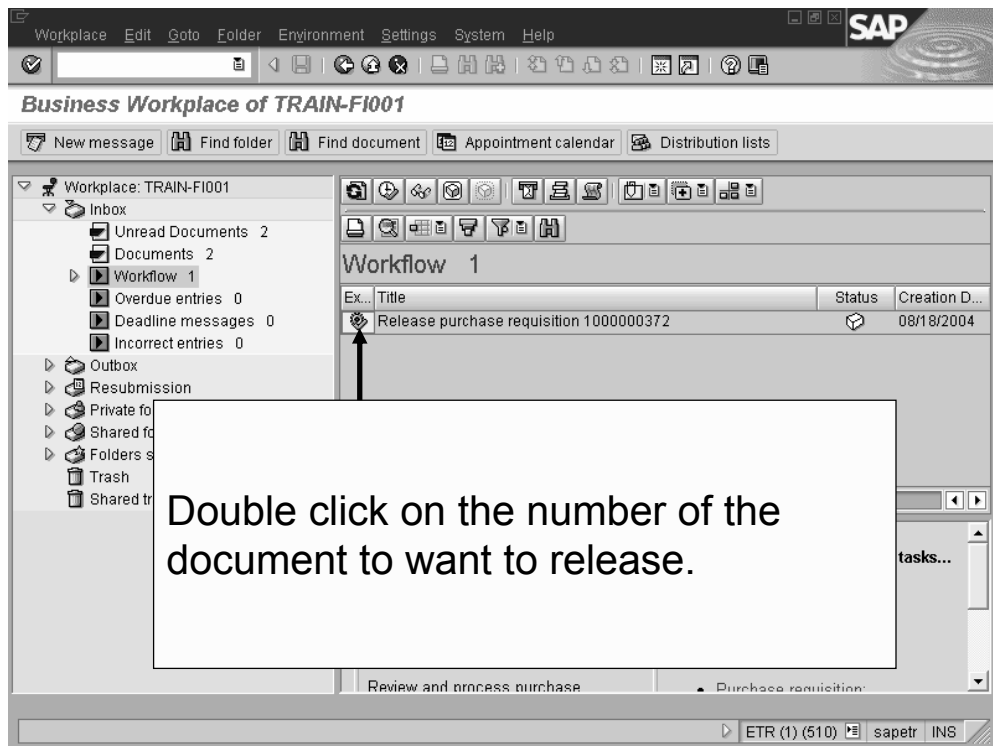
Cla...	Title	Date recei...	Author
[Icon]	Release purchase requisition 10000...	08/18/2004	
[Icon]	Approve purchase requisition 100000...	08/18/2004	WF-Admin
[Icon]	Approve purchase requisition 100000...	08/18/2004	WF-Admin

A text box overlay states: "To approve a release click once on workflow." An arrow points from this text to the 'Workflow: 1' folder in the sidebar.

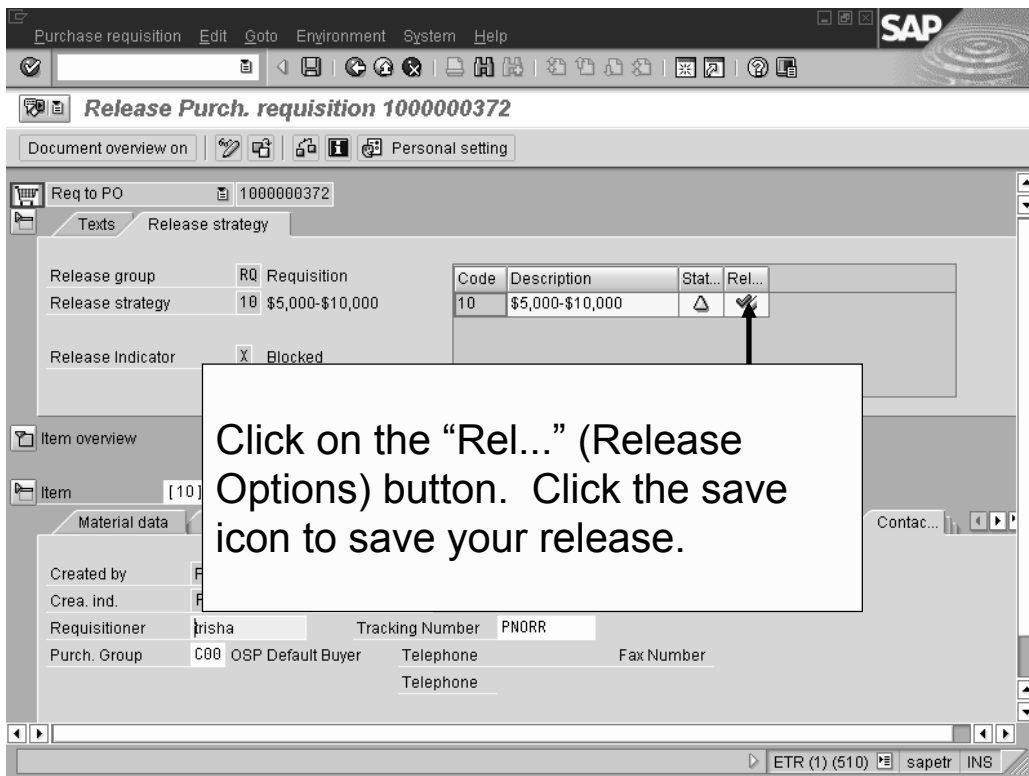
Below the inbox, the details for 'Release purchase requisition 1000000372' are shown, with tabs for 'Description' and 'Objects and attachments'.

The status bar at the bottom indicates 'ETR (1) (510)' and 'sapetr INS'.

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The screenshot displays the SAP Business Workplace interface for user TRAIN-FI001. The top menu bar includes Workplace, Edit, Goto, Folder, Environment, Settings, System, and Help. Below the menu is a toolbar with various icons. The main area is titled "Business Workplace of TRAIN-FI001" and contains several tabs: New message, Find folder, Find document, Appointment calendar, and Distribution lists. On the left, a tree view shows the folder structure: Workplace: TRAIN-FI001, Inbox (with sub-items: Unread Documents 2, Documents 2, Workflow 1, Overdue entries 0, Deadline messages 0, Incorrect entries 0), Outbox, Resubmission, Priv, Sha, Fold, Tras, and Sha. The main pane shows "Workflow 1" with a table of tasks. The table has columns for Ex..., Title, Status, and Creation D... The first row shows a task titled "Release purchase requisition 1000000372" with a status icon and a creation date of 08/18/2004. Below the table, there are sections for "Description" (Review and process purchase) and "Objects and attachments" (Purchase requisition:). At the bottom, a status bar shows a message: "Purchase requisition 1000000372 changed". A white callout box with black text and an arrow points to this status bar message.

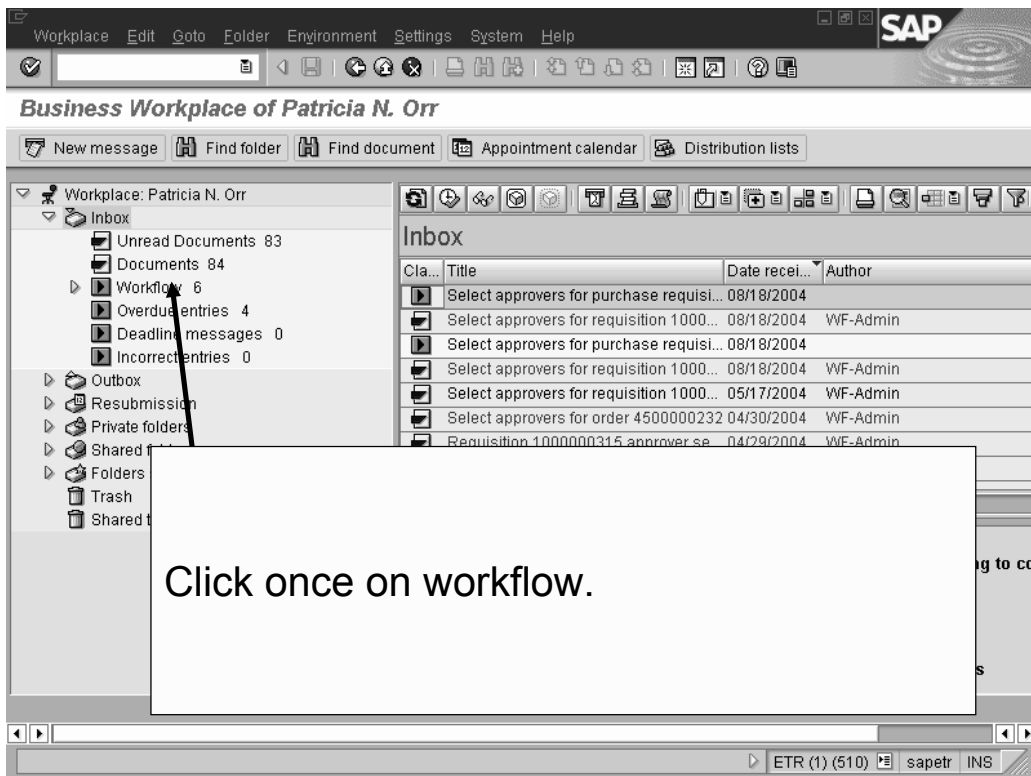
You will receive a message the document number changed.

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# Rejecting Procurement Documents

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Workplace Edit Goto Folder Environment Settings System Help

**Business Workplace of Patricia N. Orr**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Patricia N. Orr

- Inbox
  - Unread Documents 83
  - Documents 84
  - Workflow 6
  - Overdue entries 4
  - Deadline messages 0
  - Incorrect entries 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Folders subscrib
- Trash
- Shared trash

**Workflow 6**

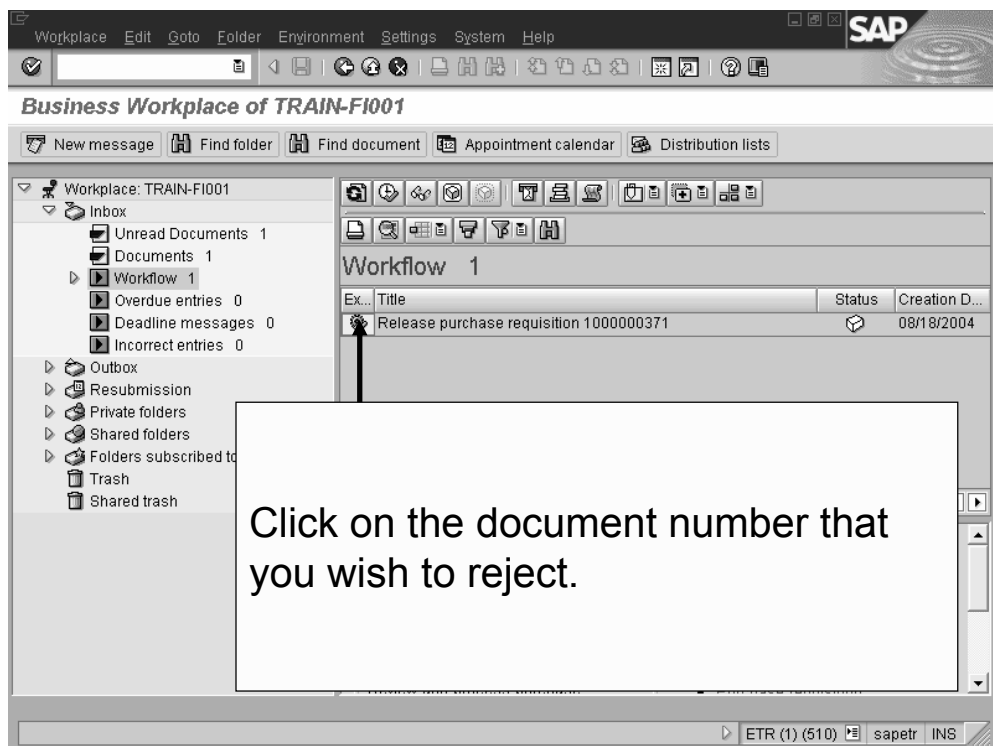
Ex...	Title	Status	Creation D...
	Select approvers for purchase requisition 1000000371		08/18/2004
	Select approvers for purchase requisition 1000000370		08/18/2004
	Select approvers for purchase requisition 1000000315		04/22/2004
	Select approvers for purchase requisition 1000000314		04/20/2004
	Select approvers for purchase requisition 1000000260		04/09/2004
			01/07/2004

Double click on the workflow item that you wish to reject.

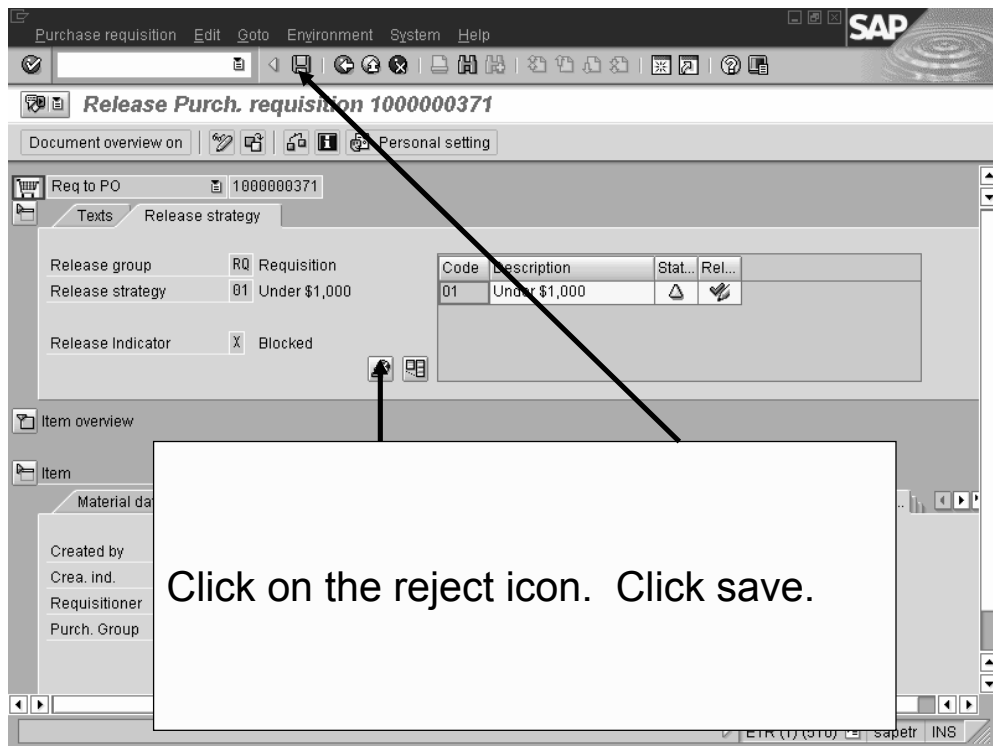
Execute this workitem to select level

ETR (1) (510) sapetr INS

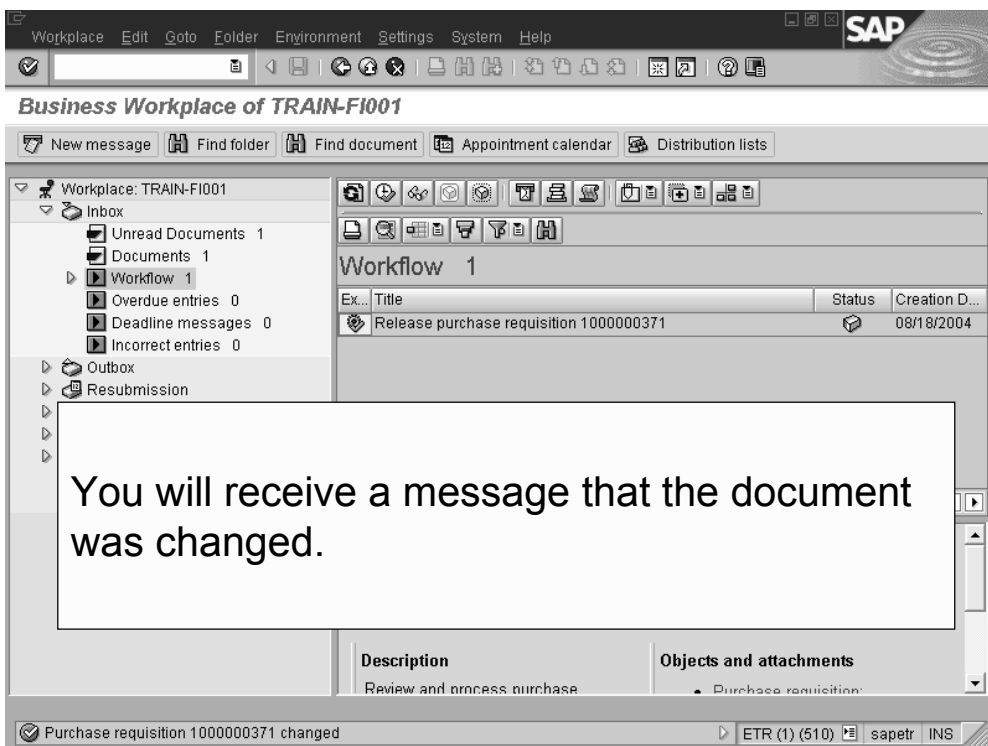
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5-50



5-51



5-52

**Business Workplace of TRAIN-FI001**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: TRAIN-FI001

Inbox

- Unread Documents 2
- Documents 2
  - Workflow 1
    - Overdue entries 0
    - Deadline messages 0
    - Incorrect entries 0
- Outbox
- Resubmission

Workflow 1

Ex...	Title	Status	Creation D...
	Release purchase requisition 1000000372		08/18/2004

If you inadvertently open a workflow document that does not belong to you it will disappear from every other persons workflow that was selected as an approver.  
To replace the document back into the selected approvers workflow, click on the replace icon.

Purchase requisition 1000000372 changed ETR (1) (510) sapetr INS

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**Business Workplace of Patricia N. Orr**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Patricia N. Orr

Inbox

- Unread Documents 91
- Documents 93
- Workflow 1
- Overdue entries 1
- Deadline messages 0
- Incorrect entries 0

Outbox

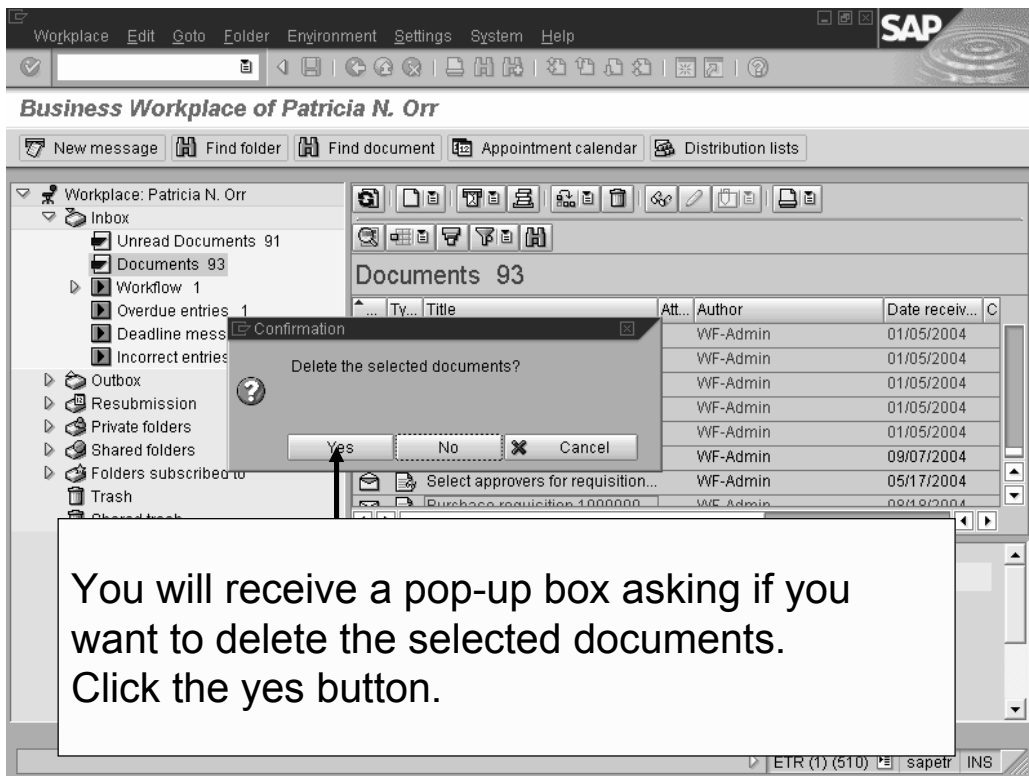
Resubmission

Documents 93

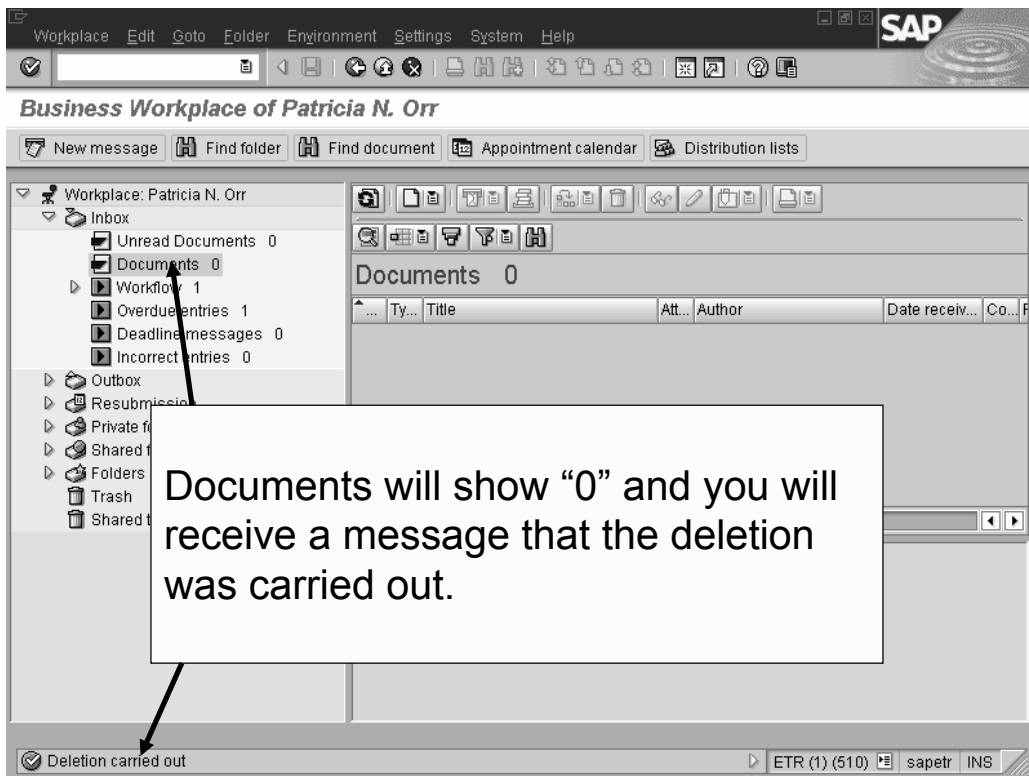
M...	Ty...	Title	Att...	Author	Date recei...	C
		Select approvers for order	50...	WF-Admin	09/03/2004	
		Select approvers for order	50...	WF-Admin	09/03/2004	
		Select approvers for order	50...	WF-Admin	09/03/2004	
		Select approvers for order	50...	WF-Admin	09/02/2004	

Workflow items are sent to the approvers  
Inbox-Workflow as well as a mail message to  
the Inbox-Documents. Completing the  
workflow item does not remove the mail  
message. To delete the documents, highlight  
the ones you wish to delete and click on the  
trashcan.

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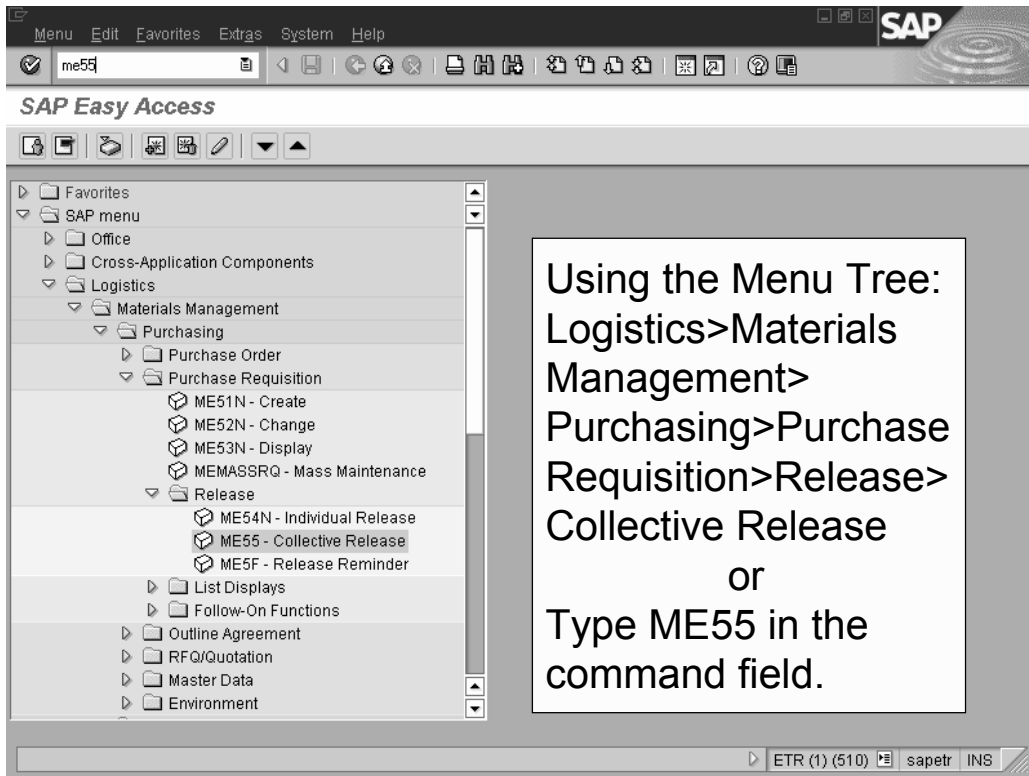
5-56





# Collective Release of Purchase Requisitions

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**Collective Release of Purchase Requisitions**

Release code: 01

Release group: RQ to

☒ Release prerequisite fulfilled

☒ Requisitions for overall release

☒ Requisitions for item-wise release

Purchase requisition: to

Material: to

Material group: to

Purchasing group: C00 to

Scope of list: F to

Plant: to

Document type: to

Item category: to

Account assignment: to

Delivery date: to

Release date: to

Materials planning: to

Processing: to

Fixed vendor: to

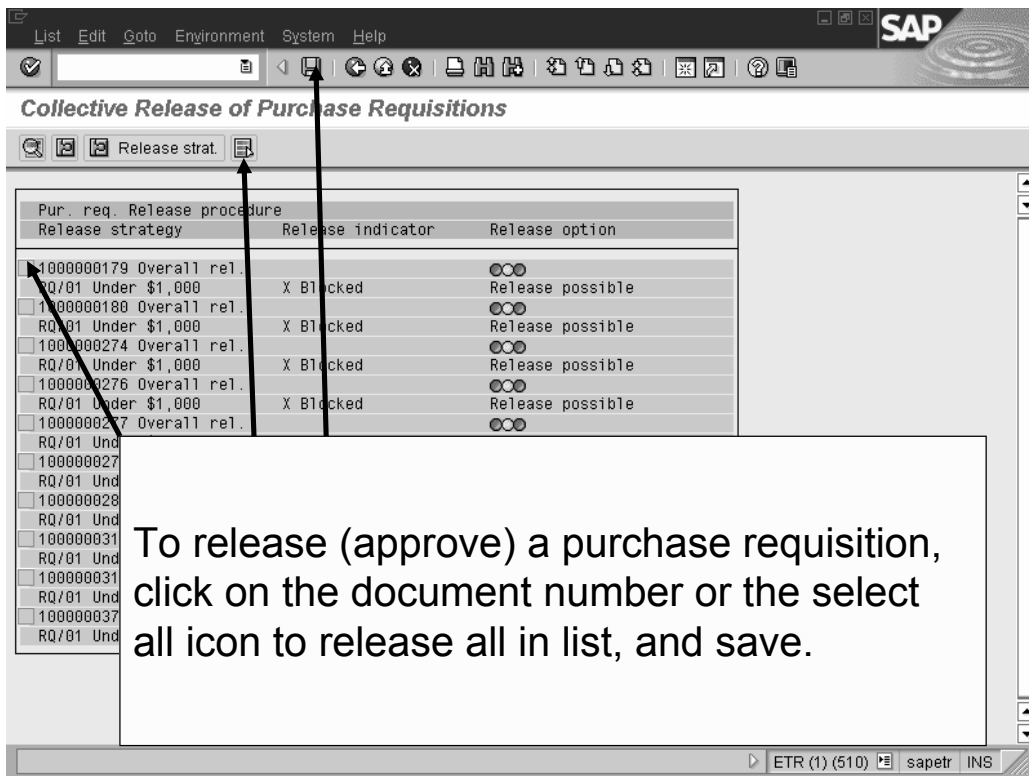
Blocking indicator: to

Requisition: to

INS

**Enter the Release code and the Release Group. You can choose from the dropdown options. Enter the purchase requisition numbers if known. If not known you can populated known fields to limit your search. Click execute to continue.**

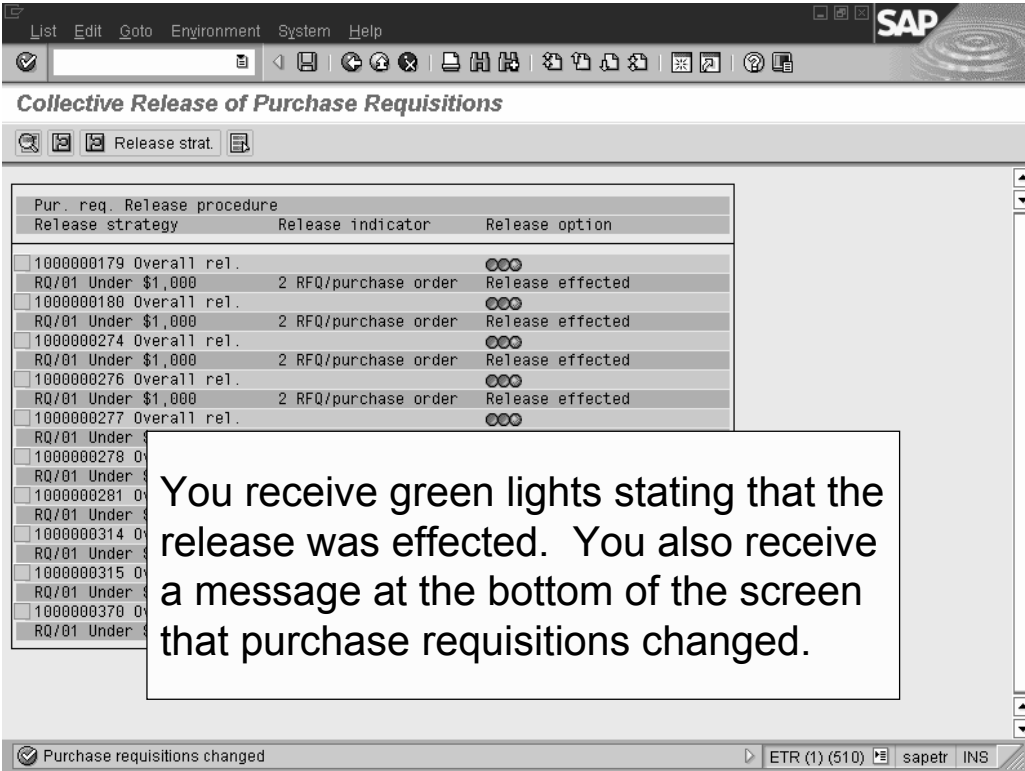
5-59



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**NOTE:** You can display the requisition by double clicking on the item.

View the requisitions contents then green arrow back to this screen to approve the document.



The screenshot shows the SAP 'Collective Release of Purchase Requisitions' interface. The title bar includes 'List Edit Goto Environment System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area displays a table with the following columns: 'Pur. req. Release procedure', 'Release strategy', 'Release indicator', and 'Release option'. The table lists several requisitions, each with a checkbox, a description, a release indicator, and a release option. A text box is overlaid on the table, stating: 'You receive green lights stating that the release was effected. You also receive a message at the bottom of the screen that purchase requisitions changed.' At the bottom of the screen, a status bar shows a green checkmark and the text 'Purchase requisitions changed', along with other system information like 'ETR (1) (510)', 'sapetr', and 'INS'.

Pur. req. Release procedure	Release strategy	Release indicator	Release option
<input type="checkbox"/> 1000000179 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000180 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000274 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000276 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000277 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000278 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000281 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000314 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000315 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected
<input type="checkbox"/> 1000000370 Overall rel.			000
<input type="checkbox"/> RQ/01 Under \$1,000	2 RFQ/purchase order		Release effected

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**Collective Release of Purchase Requisitions**

Release strat.

Pur. req. Release procedure	Release strategy	Release indicator	Release option
1000000179 Overall rel.			000
RQ/01 Under \$1,000		2 RFQ/purchase order	Release effected
1000000180 Overall rel.			000
RQ/01 Under \$1,000		2 RFQ/purchase order	Release effected
1000000274 Overall rel.			000
RQ/01 Under \$1,000		2 RFQ/purchase order	Release effected
1000000276			
RQ/01 Unde			
1000000277			
RQ/01 Unde			
1000000278			
RQ/01 Unde			
1000000281			
RQ/01 Unde			
1000000314			
RQ/01 Unde			
1000000315			
RQ/01 Unde			
1000000370			
RQ/01 Unde			

To check the release strategy, click the box to the left of the purchase requisition and click on the Release strat. button.

ETR (1) (510) sapetr INS

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The screenshot shows the SAP Release Strategy Overview screen. The title bar includes standard SAP menu items: List, Edit, Goto, Environment, System, Help. The main title is "Collective Release of Purchase Requisitions". Below the title bar, there are icons for various functions and a search bar. The main content area displays a table of release strategies. A callout box on the right side of the screen contains the following text:

You will receive a pop-up box showing you the Req. number, the release group, Release strategy, Release code and whether the PR has been released or is still blocked.